

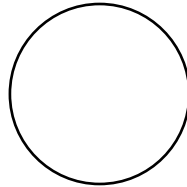


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Great service times three.

direct mail processing • database • digital printing

Self-Mailer Tabbing Standards



Current Self-mailer 15/16" Tab

What is a Self Mailer?

Folded Self-mailers are single sheets, no matter how many times they are folded to letter-size, or multiple sheets, if the sheets are only nested together and not joined together (multiple staples, glue, etc.) to form a spine.

Specifications for Automation-Compatible Letter-Size Mailpieces

Double Postcard

Tabs 1 (middle)
 Folded Edge Top or Bottom
 Sheets Single
 Basis Weight 75 lb.



Folded Self-Mailer (Invitation Fold)

Tab Address Label
 Folds Top and Bottom
 Sheets Multiple
 Basis Weight 20 lb.



Folded Self-Mailer

Tabs 2 (start from edges)
 Folded Edge Bottom
 Sheets Single
 Basis Weight 20 lb.



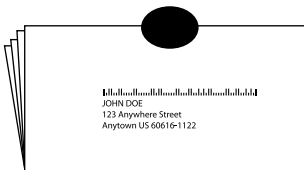
Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top
 Folded Edge Bottom
 Sheets Single
 Basis Weight 20 lb.



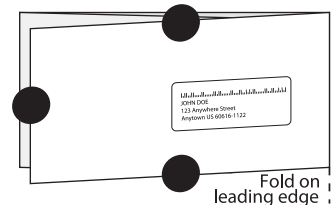
Folded Self-Mailer

Tabs 1 (middle)
 Folded Edge Bottom
 Sheets Multiple
 Basis Weight 24 lb.



Folded Self-Mailer

Tabs 3 (left and open edges)
 Folded Edge Right
 Sheets Single
 Basis Weight 75 lb.



Fold on leading edge

Folded Self-Mailer

Tabs 1 (middle)
 Folded Edge Bottom
 Sheets Single
 Basis Weight 28 lb.



Folded Self-Mailer

Tabs 2 (start from edges)
 Folded Edge Top
 Sheets Single
 Basis Weight Any (Apply to all weights)



Folded Self-Mailer

Tabs 2 (start from edges)
 Folded Edge Top
 Sheets Single or Multiple
 Basis Weight Any (Apply to all weights)



An 8-1/2 x 11 inch sheet of 20, 24, or 28 pound paper folded once to 8-1/2 x 5-1/2 inches does not meet the minimum thickness of 0.009 inch for an automation-compatible letter.